

**JPL Laboratory-Related Miscellaneous Documents Collection**  
**1953-1999**  
**JPL 255**

## **History**

The Jet Propulsion Laboratory (JPL) is a Federally Funded Research and Development Center (FFRDC) engaged primarily in robotic planetary space exploration for the National Aeronautics and Space Administration (NASA). It is managed for NASA under contract by its parent organization, the California Institute of Technology (Caltech).

JPL was an outgrowth of Caltech's Guggenheim Aeronautical Laboratory (GALCIT). In 1936, a group of GALCIT graduate students and associates formed the Rocket Research Group, under the direction of Professor Theodore von Karman. Their fledgling rocket motor propellant project attracted the attention of the U.S. Army. The Army provided funding for propellant testing to develop rockets that could assist the take off of military aircraft. The development and production of JATO (Jet Assisted Take Off) units resulted from a contract with U.S. Army Ordnance.

JPL worked in association with the U.S. Army Ordnance Corps during the 1940's and 1950's, developing two missiles, the Corporal and the Sergeant. The Corporal became the first liquid propellant surface-to-surface tactical missile system developed by the United States. The inertially guided Sergeant was a "second-generation" replacement for the Corporal.

In 1958, the National Aeronautics and Space Administration was formed, and the activities of JPL were transferred from the Army Ordnance to NASA in 1959. JPL was instrumental in launching Explorer I, the first U.S. satellite, on January 31, 1958. The need to track spacecraft caused JPL to develop and operate the Deep Space Network, a worldwide tracking and telemetry system.

Since 1959, JPL has been primarily engaged in lunar and planetary exploration with unmanned spacecraft. During the 1960's, a series of Surveyor spacecraft successfully explored the surface of Earth's moon. A series of Mariner spacecraft explored Venus and Mars during the 1960's and 1970's.

The Viking mission to Mars and the Voyager "Grand Tour" to Jupiter, Saturn, Neptune and Uranus both marked successful JPL programs that were launched in 1975 and 1977 respectively. In the 1970's, JPL also performed research in the area of solar power and hybrid vehicle engines for the U.S. Department of Energy.

During the 1980's and 1990's, JPL continued to build upon its success with the Magellan mission to map Venus with imaging radar, the Galileo mission to Jupiter, and the Cassini mission to Saturn. In 1997, JPL returned to Mars exploration with the highly successful Mars Pathfinder spacecraft and Sojourner rover.

In addition to space exploration, the Laboratory has been in the forefront of developing new technology in such areas as microdevices, optoelectronics, atmospheric research, oceanographic research, and nanotechnology.

## **Provenance**

JPL staff prepared most of the documents in this collection. The JPL Archives collected these documents principally during the period from 1989 to 2002. They comprised Miscellaneous Accession M94-35, "JPL Brochures and Pamphlets."

## **Collection Arrangement and Description**

The documents are arranged in chronological order. In some cases where the document is undated, if an approximate date ("circa") could be determined, it has been assigned.

This collection is an assemblage of documents that includes booklets, brochures, pamphlets, conference papers, conference programs, various reports and presentation documents. Historically, they cover nearly five decades of Laboratory activities. The range of topics covered includes safety procedures, Laboratory descriptions, process action team reports, handbooks, manuals, scientific notes, manuscripts, journal articles, handouts, and Public Education Office materials.

### JPL Discreet Materials

Three documents were marked either “JPL Discreet” or “For Internal Use Only.” These were relocated into a separate box at the end of the collection. Their original locations in the collection have been indicated with separation sheets.

### **Conservation/Preservation**

Standard preparations of documents for long term storage were completed.

### **Separation Statement**

No materials were separated from the collection.

### **Finding Aids**

A Register is available in the Archives.

### **File Folder List**

#### **BOX 1 of 7**

- Fld 1 Jet Propulsion Laboratory, Regional Planetary Image Facility. Sources of Planetary Imaging Data, no date. (23 pg.)
- Fld 2 Jet Propulsion Laboratory/California Institute of Technology. Features guide: JPLDIS, JPL Data-Management and Information System, no date. (33 pg.) brochure.
- Fld 3 “Career Options at JPL,” no date. (1 pg.) handout.
- Fld 4 Jet Propulsion Laboratory/California Institute of Technology. Organized Research in Jet Propulsion, circa 1953. (29 pg.) brochure.
- Fld 5 You – The Jet Propulsion Laboratory and the Exploration of Space, circa 1956. (5 pg.) brochure.
- Fld 6 “JPL Radiological Safety Procedures,” adopted from the CIT (California Institute of Technology Radiological Safety Manual, issued by The Committee On Radiological Safety, May 1956. (16 pg.)
- Fld 7 Jet Propulsion Laboratory. Missions into Space, circa 1959. (21 pg.) brochure.
- Fld 8 JPL Style Manual, circa 1960. (88 pg.)
- Fld 9 68 Hours to the Moon [Ranger 7 Mission Operations photos], 1964. (18 pg.) pamphlet.
- Fld 10 Jet Propulsion Laboratory/California Institute of Technology. Status Report of Master Planning, presented to Mr. Philip P. Dickinson, Technical Consultant to Committee on Science & Astronautics, Congressman George P. Miller, Chairman, on October 27, 1965. (256 pg.)

- Fld 11 The Jet Propulsion Laboratory, circa 1966. [Earlier version of On the Frontier Of Space, see Fld 14.] (30 p.)
- Fld 12 Jet Propulsion Laboratory. What's Up at JPL, circa 1966. [12 single pages in a folder].
- Fld 13 La Porte, Todd R. "Proposal for Research – Adaptation to Structural Change: Jet Propulsion Laboratory in Technical Professionals. Fall 1966. (4 pg.) and supporting documentation.
- Fld 14 On the Frontier of Space: The Jet Propulsion Laboratory, 1958-1966. Presented to President Lyndon B. Johnson, November 6, 1966. (30 pg.)
- Fld 15 Jet Propulsion Laboratory, Office of Public Educational Services. "JPL – Pioneering in Space," February 1, 1967. (12 pg.) pamphlet.
- Fld 16 Jet Propulsion Laboratory, Financial Management Division. [Annual] Financial Report to Executive Council; June 1967-September 1996. (193 pg.)

## **BOX 2 of 7**

- Fld 17 NASA/JPL/Caltech. The First Decade of Space Research: in Commemoration of The Tenth Anniversary of the Launch of Explorer I, January 31, 1968. JPL-154-1-68-SM. (12 pg.) pamphlet.
- Fld 18 McGarrity, J. W. Performance History of Unmanned Fully-Attitude-Stabilized Spacecraft Projects During the 1960s. Issue No. 4, May 15, 1968. Issued by Jet Propulsion Laboratory, Flight Projects Office. (65 pg.) Accompanied by 2-page transmittal memorandum from Robert J. Parks.
- Fld 19 "The Jet Propulsion Laboratory," October 1968. JPL 754-10-68. P-68-535. (28 pg.) brochure.
- Fld 20 "In Commemoration of the First Test of a Rocket Motor by Caltech Students and Associates," October 31, 1968. P68-517. JPL 754-10-68. (4 pg.) event program.
- Fld 21 Warner, M. R. "Notes on the Measurement of Time," June 3, 1969. (19 pg.) of typewritten notes resulting from a series of seminars.
- Fld 22 Jet Propulsion Laboratory Emergency and Disaster Plan, Revision A, September 15, 1969. JPL-500-9. (14 pg.)
- Fld 23 "The Jet Propulsion Laboratory," November 14, 1969. JPL 754-11-14-69. P69-567. (15 pg.) brochure.
- Fld 24 "JPL Open House," May 1970. (4 pg.) handout.
- Fld 25 "The Jet Propulsion Laboratory and the Caltech Campus: Report of the JPL Study Committee to President Harold Brown, California Institute of Technology," March 11, 1970. (58 pg.)

- Fld 26 "The Jet Propulsion Laboratory Today," August 1971. JPL 754-8-71. P-71-263. (10 pg.) brochure produced by JPL Public Educational Services Office, Section 182.
- Fld 27 "The Jet Propulsion Laboratory Today, October 1972. JPL 654-10-72. P-72-219. (12 pg.) brochure produced by JPL Public Educational Services Office, Section 182.
- Fld 28 Jet Propulsion Laboratory. MBASIC: Volume 1: Fundamentals, March 1973, Reprinted February 1974. (219 pg.)
- Fld 29 Jet Propulsion Laboratory. MBASIC: Volume 2: Appendices, October 1973. (153 pg.)
- Fld 30 Kohlhase, Charles E. "Autonomous Navigation Preparations for Future Unmanned Space Missions," June 1974. (16 pg.) paper presented at the 30th Annual Meeting of the Institute of Navigation, San Diego, California, June 25-27, 1974.
- Fld 31 "Program and Abstracts: Conference on Research for the Development of Geothermal Energy Resources," September 23-25, 1974, Pasadena, California. Organized by Jet Propulsion Laboratory/California Institute of Technology. (13 pg.)
- Fld 32 Jet Propulsion Laboratory. Should We Have a New Engine?: an Automobile Power Systems Evaluation: Volume I: Summary, 1975. JPL-SP-43-17-Vol-1. (109 pg.)
- Fld 33 "Twenty-five Foot Space Simulator," June 1975. (4 pg.) brochure.
- Fld 34 "Flight Science Experiments Guidelines," Revision A, June 1, 1975. JPL-750-1. Approved by W. A. Collier, Manager, Flight Science Experiments. Cover page title: Tips to Experimenters. (65 pg.) Also includes: "Tips to Experimenters," December 1966, prepared by Russell Dorrell and Patrick Cooke, Quality Assurance Branch, Test and Evaluation Division, NASA-Goddard Space Flight Center. (111 pg.)

### **BOX 3 of 7**

- Fld 35 Soter, Steven and Alan Harris. "The Equilibrium Figure of Phobos and Other Small Bodies," circa 1976. (21 pg.) draft typescript of a journal article submitted to Icarus.
- Fld 36 "Missions into Space/Jet Propulsion Laboratory," 1976. (20 pg.) brochure.
- Fld 37 Leo A. Daly Company. Master Plan Report for Additions and Modifications to Building 111 at Jet Propulsion Laboratory, April 1976. (38 pg.) and 6 engineering drawings. Also includes a letter from R. C. Smith of Leo A. Daly Company,

dated May 12, 1976, and a JPL Transmittal Memo from F. E. Springate, dated May 13, 1976.

- Fld 38 Ad Hoc Study Group on JPL/Campus Interactions. A Study of Relations Between the Jet Propulsion Laboratory and the Campus of the California Institute of Technology: Part I: Main Report, April 2, 1976. (74 pg.)
- Fld 39 Ad Hoc Study Group on JPL/Campus Interactions. A Study of Relations Between the Jet Propulsion Laboratory and the Campus of the California Institute of Technology: Part II: Reference Volume, May 1, 1976. (101 pg.)
- Fld 40 Jet Propulsion Laboratory. Technology in Society: Meeting the Challenge, circa 1977. Edited by D. L. Vairin. JPL-5050-4. (32 pg.)
- Fld 41 Jet Propulsion Laboratory. JPL Property User's Manual, January 3, 1977. Approved by John E. Fuhrman, Manager, Materiel Services Division. JPL-500-124. (34 pg.)
- Fld 42 "Office Area Allocation: Administrative Divisions, Quality Assurance and Reliability Office, Office of Civil Systems," March 14, 1977. (9 pg.) of presentation material.
- Fld 43 Jet Propulsion Laboratory. JPL Profile, July 1977. JPL-Publication-77-10. (16 pg.) color brochure.
- Fld 44 Jet Propulsion Laboratory. JPL Highlights, 1979. (121 pg.)
- Fld 45 Jet Propulsion Laboratory, Office of Planning and Review. "The Jet Propulsion Laboratory: General Information," June 1979-December 1984; January 1986-October 1994; April 1996-March 1997. Annual document, JPL-D-462. (214 pg.)
- Fld 46 Jet Propulsion Laboratory. Employee Relations Handbook, September 1, 1979. JPL-500-133. (27 pg.)
- Fld 47 Jet Propulsion Laboratory, Technical Documentation and Materiel Services Division. "Editorial Practices for JPL External Documents," Rev. B, January 1, 1980. Approved by Leo Lunine and John Kempton. JPL-1050-48. (23 pg.)
- Fld 48 Hellings, Ronald W. "Spacecraft-Doppler Gravity Wave Detection: I: Theory," July 1980. 33 p., and, "Spacecraft-Doppler Gravity Wave Detection: II: Results," July 1980. (19 pg.)
- Fld 49 Prentice, A. J. R. "Saturn: Origin and Composition of its Inner Moons and Rings," September 1980. Typewritten manuscript. (15 pg.)
- Fld 50 Murray, Dr. Bruce. "Planetary Exploration – Evolution for a Future," November 7, 1980. Edited transcript of a paper to be presented at the Annual Meeting of the Division of Planetary Science, AAS, Tucson, Arizona, October 14, 1980. (27 pg.)

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- Fld 51 Wang, T. G. "Containerless Processing Technology Experiment Report: SPAR VI Experiment 76-20," by T. G. Wang, D. D. Elleman, N. Jacobi, and A. P. Croonquist, May 1981. (211 pg.)
- Fld 52 Murray, Dr. Bruce. "Challenge Facing JPL: Background Paper for Faculty Discussion on October 20, 1981," by Bruce Murray. Note at top of paper: "This is an Institute Document Not for Public Release." (7 pg.)
- Fld 53 Office of the White House Press Secretary. "The White House Fact Sheet: National Space Policy," July 4, 1982. (7 pg.)
- Fld 54 Schultz, Betty. Flight Mission Data Summary, Rev. C, November 1982. NASA-JPL-Office of Public Information. (76 pg.)
- Fld 55 Channing L. Bete Co., Inc. "What Everyone Should Know About Smoke Detectors," 1983 ed. (15 pg.) booklet.
- Fld 56 Jet Propulsion Laboratory. "Presentation to the Congressional Delegation, House Committee on Science and Technology," December 7, 1983. (60 pg.)
- Fld 57 JPL/Caltech. "Hypercube Research Project: Quarterly Progress Letter," April 1, 1985. Approved by R. P. Mathison. (6 pg.)
- Fld 58 Armstrong, J. W. "Spacecraft Gravitational Wave Experiments," circa 1987. Scientific journal or conference paper. (20 pg.)
- Fld 59 Channing L. Bete Co., Inc. "On-the-Job Fire Safety," 1988 ed. (15 pg.) booklet.
- Fld 60 "JPL Employees' Recreation Club," February 1988. (4 pg.) booklet.
- Fld 61 "The 2<sup>nd</sup> AIAA/JPL International Conference on Solar System Exploration: Program," August 22-24, 1989, California Institute of Technology, Pasadena, California, John Casani, General Chairperson. (144 pg.)
- Fld 62 "Sample Acquisition, Analysis, and Preservation Technology Development," Prepared for AIAA/JPL 2<sup>nd</sup> International Conference on Solar System Exploration, August 24, 1989. (46 pg.)
- Fld 63 Jet Propulsion Laboratory, Public Education Office. Public Education Office, October 1989. (14 pg.)
- Fld 64 Jet Propulsion Laboratory. "JPL Supercomputing User Services," November 1989. (6 pg.) brochure.
- Fld 65 Casani, John R. "Human Exploration Initiative: Overview," November 21, 1989. (24 pg.)

- Fld 66 De Jong, Eric. "Solar System Visualization Concept," November 21, 1989. (5 pg.) of presentation materials. Includes lithographs of P-34986, P-34987, P-34990, P-34992, and P-34991.
- Fld 67 JPL Occupational Safety Office. Back Safe: Employee Training Course, circa 1990s. (19 pg.)
- Fld 68 Chapman, C. B. "Administrative Divisions DRD: Division 64," April 8, 1991. (15 pg.) of presentation material.
- Fld 69 Jet Propulsion Laboratory. Metric Orientation Participant's Guide: JPL Metric Education and Training, circa 1993. Developed by Mike Clawson, Emily Santana. (36 pg.)

## **BOX 5 of 7**

- Fld 70 MMEI Corp., Livermore, California. An Introduction to the Metric System, 1992. Prepared for the Jet Propulsion Laboratory, California Institute of Technology. (38 pg.) training workbook.
- Fld 71 Lunar and Planetary Institute. Papers Presented to the International Colloquium On Venus, August 10-12, 1992, Pasadena, California. Lunar and Planetary Institute Contribution No. 789. (137 pg.) Also included is Program Update. Sponsored by NASA-JPL. (22 pg.)
- Fld 72 Hall, R. Cargill. "The Origins of U.S. Space Policy: Eisenhower, Open Skies, and Freedom of Space," September 1992. IAF Paper 92-0184. (28 pg.)
- Fld 73 Gresham, Lynn. "Candidate for the Significant Events File: Remote Interface Unit (RIU): 'Glitch Phenomena'," September 10, 1992. (18 pg.) of presentation Material.
- Fld 74 JPL Photography Club. A Day in the World of JPL, October 21, 1992. (23 pg.) of color photographs that create a pictorial record of October 21, 1992 at JPL.
- Fld 75 "Administrative Divisions DRD: 6X Divisions," November 9, 1992. (77 pg.) of presentation material for JPL Director's Report and Discussion.
- Fld 76 Employee Survey, Statistical Analysis, June 14, 1993. Prepared by Wyatt. (156 pg.) "JPL Discreet"
- Fld 77 Chapman, Charles B. "Annual Goals and Total Quality Management (TQM) Activities: Documentation & Materiel Division: Director's Review," November 8, 1993. (15 pg.) of presentation material.
- Fld 78 Alper, Mickey. "If an Apteryx is a Flightless Bird, What's an ICIS?" January 6, 1994. ICIS Noontime Seminar #1, presented by JPL Institutional Computing and Information Services. (44 pg.) of presentation material.

- Fld 79 Stone, Edward C. "Outline: All-Hands JPL Budget Meeting," February 18, 1994, von Karman Auditorium, 2:00-3:00 p.m. (19 pg.)
- Fld 80 Chandler, Robert. "Integrating Duplicating, Distribution, and Mail Service Functions in Building 171: Implementation Plan," April 28, 1994, Process Action Team Final Report, JPL Division 64 Quality Council Presentation. (15 pg.)
- Fld 81 Malone, Pamela. "Reengineering Forms Services: Focus Phase," June 15, 1994, Process Action Team Report, JPL Division 64 Quality Council Presentation." (6 pg.)
- Fld 82 National Aeronautics and Space Administration, Mission From Planet Earth Study Office, Office of Space Science. What is the Value of Space Exploration?: A Symposium, July 18-19, 1994 [held at] National Geographic Society, Washington, D.C.. Sponsored by the Mission From Planet Earth Study Office, Office of Space Science, NASA Headquarters and University of Maryland at College Park. (40 pg.) of symposium proceedings.
- Fld 83 "JPL Professional Development Fall Course Listing," September-December 1994. (29 pg.)
- Fld 84 Kosmin, Linda. "Welcome to the Internet: Briefing for Division 64 Employees," October 12, 1994. (14 pg.) of presentation material prepared by Linda Kosmin, Manager of 643, Library, Archives, and Records Section.
- Fld 85 Poole, Krystal. "Reengineering Forms Services: Implementation Plan," October 19, 1994. Process Action Team Report, Division 64 Quality Council Presentation. (44 pg.)
- Fld 86 "Hazard/Training Survey: Questionnaire – Guidelines, Directions, Workplace Hazard Descriptions," November 1994. Jet Propulsion Laboratory, Safety Operations Section, Environmental Affairs Office. (55 pg.)
- Fld 87 Chapman, Charles B. "Division 64 Logistics & Technical Information: Director's Review," November 14, 1994. (16 pg.) of presentation material.
- Fld 88 Jet Propulsion Laboratory. "MOSO, Multimission Operations Systems Office – Program Description Review," December 2, 1994. (312 pg.)

## **BOX 6 of 7**

- Fld 89 Jet Propulsion Laboratory. "Summary of the Round Robin Solder Joint Life Prediction Modeling (SJLPM) Workshop Held at JPL," December 15, 1994. (57 pg.) Accompanied by: "Summary of the Phase 1 Round Robin Solder Joint Life Prediction Model Results," no date. (326 pg.)
- Fld 90 Jet Propulsion Laboratory: Rendezvous with the Future, 1995. (9 pg.) color magazine supplement published by Final Frontier: the Magazine of Space Exploration.



- Fld 91 Employee Survey Statistical Analysis – Changing JPL Workplace – Statistical Analysis, June 16, 1995. (146 pg.) Accompanied by Distribution Memorandum from Larry Dumas, July 10, 1995. “For JPL Internal Use Only.”
- Fld 92 Fu, Lee-Lueng. “Application of Satellite Altimetry to Ocean Circulation Studies: 1987-1994,” July 1995. Lee-Lueng Fu and Robert E. Cheney. (11 pg.) journal article reprinted from Reviews of Geophysics, Supplement, July 1995.
- Fld 93 Kosmin, Linda J. “Library: Director’s Review,” November 13, 1995. Linda J. Kosmin. (9 pg.) of presentation material.
- Fld 94 Jet Propulsion Laboratory Library. JPL Journal Holdings List, September 3, 1996. (204 pg.)
- Fld 95 “Current Organization Performance Lever Trends,” March 13, 1997. (1 pg.)
- Fld 96 Zygielbaum, Chris. “1997 Division 64 Retreat: Information Technology,” March 26-28, 1997. Chris Zygielbaum, Logistics Information Technology Office. (22 pg.) of presentation material.
- Fld 97 Kosmin, Linda. “1997 Division 64 Retreat: Library, Archives, and Records Section (LARS) 643: Presentation Information,” March 26-28, 1997. Compiled by Linda Kosmin. (18 pg.) of presentation material.
- Fld 98 Stein, Andrea. “Technical Information Section: Logistics and Technical Information Division Retreat: Balboa Bay Conference Center,” March 26-28, 1997. (32 pg.) of presentation materials.
- Fld 99 “Logistics & Materiel Services (642): Proposed Strategic Initiative,” March 26, 1997. (3 pg.) of presentation material.
- Fld 100 Bluth, John. “The Old Future: Renderings of JPL’s ‘Purple Pigeons’,” May 1997. (1 pg.) describing a display.
- Fld 101 Open House: Security Operations Plan, May 31, 1997 & June 1, 1997. Signed By Joseph Charles, Manager, JPL Security and Protective Services. (25 pg.)
- Fld 102 “Duplicating Services: Implementation Plan,” June 11, 1997. Process Action Team Report, Division 64 Quality Council Presentation. (26 pg.) of presentation material.
- Fld 103 JPL AudioVisual Services Office. “JPL Videotape Loan Library,” March 27, 1998. (67 pg.) [On cover: For Internal Use Only!]
- Fld 104 Jet Propulsion Laboratory Library. JPL Journal Holdings List, July 6, 1998. (150 pg.)
- Fld 105 Holm, Jeanne. “Knowledge Management Implementation Plan: PES Subdomain Leaders Presentation,” March 16, 1999. (23 pg.) of presentation material by the Knowledge Management Study Team.

**BOX 7 of 7 – JPL Discreet**

JPL Discreet materials; 3 folders.

**Catalog Description**

JPL Laboratory-Related Miscellaneous Documents

Collection, 1953-1999.

1.95 cubic ft. (108 folders)

A collection of documents on various topics comprised of brochures, handouts, presentation materials, safety procedures, Laboratory descriptions, process action team reports, handbooks, manuals, scientific notes, manuscripts, journal articles, and Public Education Office materials from 1953-1999.

Register available in the repository.

Tracings

Jet Propulsion Laboratory—History.

Jet Propulsion Laboratory—Documentation—Miscellanea.

DOCUMENTS

REPORTS

LITERATURE

HANDBOOKS

MANUALS

PRESENTATION

La Porte, Todd R.

McGarrity, J. W.

Kohlhase, Charles E.

Dorrell, Russell.

Cooke, Patrick.

Soter, Steven.

Harris, Alan.

Vairin, D. L.

Hellings, Ronald W.

Prentice, A. J. R.

Murray, Bruce.

Wang, T. G.

Elleman, D. D.

Jacobi, N.

Croonquist, A P.

Schultz, Betty.

Armstrong, J. W.

Casani, John R.

De Jong, Eric.

Chapman, Charles B.

Hall, R. Cargill.

Gresham, Lynn.

Alper, Mickey (Marshall)

Malone, Pamela.

Chandler, Robert.

Stone, Edward C.

Kosmin, Linda J.

Poole, Krystal.

Fu, Lee-Lueng.  
Cheney, Robert E.  
Zygielbaum, Chris.  
Stein, Andrea.  
Bluth, John.  
Holm, Jeanne.  
Leo A. Daly Company.  
Channing L. Bete Co., Inc.

Accession M94-35.